

MINUTES

Leesburg Executive Airport

December 12, 2002

Discussion Notes:

The December meeting of the Leesburg Executive Airport Commission was held in the terminal building of the Airport, 1001 Sycolin Road SE, Leesburg, Virginia.

Commission Members Present: Mr. Stephen Axeman, Chairman, Mr. Sidney Lissner, Vice-Chairman, Mr. Stanley Caulkins, Mr. Bill Whyte, Mr. Robert Zoldos, Councilmember, Mr. Roy Steinfert, Mr. Bob Jones, and Mr. David Burton

Staff Present: Mr. Douglas McNeeley, Airport Director, Ms. Jackie Seipel, Airport Administrative Associate, Mr. Terry Brant, Sr. Airport Maintenance Technician

I. Call to Order

Mr. Stephen Axemen called the meeting to order at 7:35p.m.

II. Approval of Minutes

Motion to approve November minutes was made by Mr. Stanley Caulkins. Motioned was seconded by Mr. Bob Jones. All were in favor, motion carried.

III. Chairman's Opening Remarks

- From this point on, an opportunity for Commissioners to make comments will be placed at the beginning of each regular agenda. The public will be able to address the Commission at the end of each meeting.
- To properly conduct business, it is important to maintain an element of formality and decorum.
- The Chairman would like to use time in the most efficient manner. Input from the public is welcome, but the Chairman requests that comments be held to 5 minutes and made in a respectful manner

- The Chairman would like to conduct a community outreach program.

IV. Commission Comments:

- Mr. Bill Whyte reflected back on the progress at Leesburg Airport since 1997. Many Capital Improvements have contributed to make this airport what it is today.
- Mr. Dave Burton, no comment.
- Mr. Roy Steinfort, no comment.
- Mr. Sidney Lissner, supports the Chairman and Mr. Whyte's comments.
- Mr. Stanley Caulkins, is pleased to see everyone working together.
- Mr. Bob Zoldos, no comment.
- Mr. Bob Jones, was sorry not to make it to the previous meeting. Thanked the Director for his hard work.

V. Committee Reports:

- Operations/Mr. Roy Steinfort
Mr. Steinfort gave a handout to the Commissioners and Director about Page Field in Fort Meyers, Florida as "Airport of the Year". The airport has eliminated a deficit of \$300,000, by offering self service fuel, among other things.
- Finance/ Mr. Lissner / None
- Rules, Regulations and Minimum Standards / Mr. Whyte / None
- Councilmatic / Mr. Robert Zoldos
Councilman Zoldos has requested the Airport Commissions support a resolution to name the new terminal building after Mr. Stanley Caulkins. The resolution will be presented to the Leesburg Town Council on January 14, 2003.
- Mr. Zoldos also appreciates the new team approach between staff and Commission.
- Economic Development / Mr. Stanley Caulkins
- Mr. Caulkins stated that there are a number of pilots working aggressively on Economic Development at Leesburg Airport, including Dan Moats and Tom Toth.

VI. Director's Report

West Side Safety Area – Pending punch list items to be resolved in the spring.

North Hangar Project – Certain items in Hangar D-1 have been repaired, but items remain on other hangars.

North Apron – Installation has begun on fencing. Stripes cannot be painted until vehicles have been removed.

Terminal Building Parking Lot – Asphalt paving is complete on Phase Two. All utilities have been installed. Compaction problems under the driveway are being resolved to allow paving of this area.

Terminal Building – Project is ready to go pending progress on the Terminal Parking Lot project.

Corporate Hangar RFP – The Town Purchasing Officer has forwarded a finished draft to the Airport Director for review. From there it will be forwarded to the Town Attorney for his final review.

Space Rental Status – There is currently one grass tiedown available, and we may not be able to rent until spring.

Wash Rack – Water lines have been installed.

VII. Old Business

- Mr. Sidney Lissner moved to discuss the monthly financial report, which had been previously tabled. Mr. Roy Steinfort seconded the motion. Mr. Lissner moved to adopt. Mr. Bob Jones seconded the motion. Motion carried.
- Runway Design Project, Campbell & Paris - The Director has recommended the Commission vote to move forward with this project. Motion was made by Mr. Stanley Caulkins, seconded by Mr. Bill Whyte. All were in favor and motion was carried.
- Self Service Fuel – It was recommended by the Airport Director that an RFP be issued to provide this service to the Town. No vote was taken. Further information has been requested.
- South Hangars – Options to improve the appearance and functioning of these hangars were discussed. Replacement with new hangars was also discussed..

- Proposed Hangar Lease – Written comments from the public have been provided to the Commission, along with a memo from the Director. Discussion will take place at the next Commission meeting.

VIII. New Business

- Draft Airport Budget - Will be emailed to the Commission for their review.
- Naming of Terminal Building – Mr. Sidney Lissner moved to approve the naming of the new terminal building after Stanley F. Caulkins. Mr. Bill Whyte seconded the motion. Motion carried unanimously with all in favor. A resolution will be prepared for Town Council approval on January 14, 2002.

IX. Public Comments:

- **Mr. Ed Levine – Potomac Falls, VA.**

Mr. Levine thanked the Town staff for expedient snow removal during the recent storm.

A group of Leesburg pilots recently provided Dulles Tower Controllers with a basket of cookies, during the annual “Cookies for Controllers”.

Mr. Levine asked how long would it before free wireless Internet access would be available at the airport.

- **Mr. Sam Legard – Leesburg, VA.**

Mr. Legard asked if Loudoun Transit has made any plans to stop at Leesburg Airport.

Mr. Legard would like to see the Town Manager and the Mayor at Airport Commission meetings. The Chairman responded, saying he would extend an invitation to the January meeting.

- **Mr. Tom Toth, Leesburg, VA.**

Mr. Toth asked the Commission if privatization of the Airport has ever been discussed? The Chairman responded that he and Mr. Lissner had met with the Mayor to discuss Airport financial matters, but privatization was never mentioned.

- **Mr. Dennis Funkhouser – Leesburg, VA.**

Mr. Funkhouser asked if the Chairman could be emailed? The Chairman explained the availability of various Commissioners e-mail addresses.

X. Adjournment

